

THE CALIFORNIA STATE LIBRARY

An Orientation Guide for Library Directors

Susan Hildreth, State Librarian of California

2005

Table of Contents

	Page
Contact List	3
2005 Calendar of Deadlines	6
General Overview	9
Funding Programs:	
Public Library Fund	11
California Library Services Act	13
Library Services and Technology Act	16
California Library Literacy Services	18
E-Rate	20
California Teleconnect Fund	21
Public Library Staff Education Program	22
California Historical and Cultural Endowment	23
California Civil Liberties Education Program	25
Office of Library Construction	27
Library Services	29
Publications	
Ongoing	35
One-Time	37
Communications	41

CALIFORNIA STATE LIBRARY CONTACT LIST

Mailing Address:
PO Box 942837
Sacramento, CA 94237-0001
General Information (916) 654-0261
Web page: www.library.ca.gov

Susan Hildreth, State Librarian shildreth@library.ca.gov	(916) 654-0174 Fax (916) 654-0064
Cameron Robertson, Deputy State Librarian crobertson@library.ca.gov	(916) 654-0188 Fax (916) 654-0064

Library Development Services Bureau
Street Location: 900 N St., 5th Floor, Sacramento, CA 95814
(916) 653-5217 Fax (916) 653-8443

Tom Andersen, Bureau Chief tandersen@library.ca.gov	(916) 653-7391
Chris Berger, Acting LSTA Coordinator cberger@library.ca.gov	(916) 653-8313
Rushton Brandis, Library Technology Consultant rbrandis@library.ca.gov	(916) 653-5471
Ira Bray, Library Technology Consultant ibray@library.ca.gov	(916) 653-0171
Sharon Gomez, PLF Analyst sgomez@library.ca.gov	(916) 653-6492
Sandy Habbestad, CLSA Analyst shabbestad@library.ca.gov	(916) 653-7532
Carla Lehn, Library Literacy Consultant clehn@library.ca.gov	(916) 653-7743
Kathy Low, Human Resources Development Consultant klow@library.ca.gov	(916) 653-6822
Valerie Reinke, Library Literacy Consultant	(916) 651-6980

vreinke@library.ca.gov

Kevin Saunders, LSTA Analyst (916) 651-6509
ksaunders@library.ca.gov

Cindy Tackett, Literacy Analyst (916) 653-7172
ctackett@library.ca.gov

Barbara Will, Library Programs Consultant (916) 653-7071
bwill@library.ca.gov

Office of Library Construction

Street Location: 1029 J St., Suite 400, Sacramento, CA 95814
(916) 445-9608 Fax: (916) 445-9200

Richard Hall, Library Bond Act Manager (916) 445-9604
rhall@library.ca.gov

Linda Springer, Deputy Library Bond Act Manager (916) 445-9587
lspringer@library.ca.gov

Bessie Condos, Library Facilities Consultant (916) 445-9609
bcondos@library.ca.gov

Barbara Silken, Library Facilities Consultant (916) 445-9617
bsilken@library.ca.gov

Curtis Purnell, Library Bond Act Fiscal Officer (916) 445-9592
cpurnell@library.ca.gov

State Library Services

Street Locations: 914 Capitol Mall, and 900 N St., Sacramento, CA 95814

John Jewell, Bureau Chief (916) 653-0293
jjewell@library.ca.gov

Gary Kurutz, Curator of Special Collections (916) 653-0101
gkurutz@library.ca.gov

Public Services:

Braille and Talking Book Library (916) 654-0640; (800) 952- 5666

California History Section (916) 654-0176

Government Publications Section (916) 654-0069

State Information and Reference Center	(916) 654-0261
Sutro Library (Genealogy and Family History)	(415) 731-4477
Witkin State Law Library	(916) 654-0185
California Cultural and Historical Endowment	(916) 651-8223
Diane Matsuda, Executive Officer dmatsuda@library.ca.gov	(916) 651-8768
California Research Bureau	(916) 653-7843
Dean Misczynski, Director dmisczynski@library.ca.gov	
State Library Human Resources	(916) 654-0202
Kay Norris, Manager knorris@library.ca.gov	

CALIFORNIA STATE LIBRARY
Library Development Services Bureau
2005 Deadlines for Submission of Forms, Data etc.

Program codes:

CLLS – California Library Literacy Services

CLSA – California Library Services Act

LSTA – Library Services and Technology Act

PLF – Public Library Fund

January

- 15 *CLSA: 2nd quarter 2004/05 CLSA ILL Claim forms must be received in the State Library's Budget Office. (For questions contact Sandy Habbestad, CLSA Analyst, 916-653-7532, shabbestad@library.ca.gov)*
- 31 *CLLS: Mid-year report data and financial information must be entered into the online reporting system. (For questions contact Cindy Tackett, Literacy Analyst, 916-653-7172, ctackett@library.ca.gov)*
- 31 *LSTA: 2nd quarter 2004/05 narrative and financial grant reports must be received at the State Library's Budget Office. (For questions contact Kevin Saunders, LSTA Analyst, 916-651-6509, ksaunders@library.ca.gov)*

March

- 2 *CLSA: 3rd quarter 2004/05 CLSA Direct Loan sample data must be received in the State Library's Budget's Office. (For questions contact Sandy Habbestad, CLSA Analyst, 916-653-7532, shabbestad@library.ca.gov)*
- 21 *LSTA: Applications for the 2005/06 Public Library Staff Education grant program must be received by 4:00 pm on this date. (For questions contact Kathy Low, Library Programs Consultant, 916-653-6822, klow@library.ca.gov)*
- 31 *LSTA: Deadline for receipt of 2005/06 Competitive Grant Program applications. (For questions contact Chris Berger, Acting LSTA Coordinator, 916-653-8313, cberger@library.ca.gov)*

April

- 7 *LSTA: Deadline for receipt of 2005.06 Local History Digital Resource Project grant program application by 4:00 p.m. (For questions, contact Ira Bray, Technology Consultant, 916-653-0171, ibray@library.ca.gov)*

- 15 *CLSA*: 3rd quarter 2004/05 CLSA ILL Claim forms must be received in the State Library's Budget Office. (For questions contact: Sandy Habbestad, CLSA Analyst, 916-653-7532, shabbestad@library.ca.gov)
- 29 *LSTA*: 3rd quarter 2004/05 narrative and financial grant reports must be received at the State Library's Budget Office. (For questions contact Kevin Saunders, LSTA Analyst, 916-651-6509, ksaunders@library.ca.gov)

May

- 25 *CLSA*: 4th quarter 2004/05 CLSA Direct Loan sample data must be received in the State Library's Budget Office. (For questions contact: Sandy Habbestad, CLSA Analyst, 916-653-7532, shabbestad@library.ca.gov)
- 31 *CLLS*: Applications for Continuing Programs and Proposed Budget for the new year beginning July 1 must be received in the State Library's Library Development Services Bureau. (For questions contact Cindy Tackett, Literacy Analyst, 916-653-7172, ctackett@library.ca.gov)
- 31 *CLLS*: Indication of Interest to add a new literacy service must be received in the State Library's Library Development Services Bureau. (For questions contact Cindy Tackett, Literacy Analyst, 916-653-7172, ctackett@library.ca.gov)

July

- 15 *CLSA*: 4th quarter 2004/05 CLSA ILL claim forms must be received in the State Library's Budget Office. (For questions contact Sandy Habbestad, CLSA Analyst, 916-653-7532, shabbestad@library.ca.gov)
- 29 *LSTA*: Final 2004/05 narrative and financial grant reports must be received at the State Library's Budget Office. (For questions contact Kevin Saunders, LSTA Analyst, 916-651-6509, ksaunders@library.ca.gov)
- 31 *CLLS*: Final report due for previous year. Statistics must be entered into the online reporting system by this date. (For questions contact Cindy Tackett, Literacy Analyst, 916-653-7172, ctackett@library.ca.gov)

August

- 31 *CLLS*: Budget actuals for previous years must be entered into the online reporting system. The certification form must be downloaded, signed by the library director, and received at the State Library no later than Sept. 15th. (For

questions, contact Cindy Tackett, Literacy Analyst, 916-653-7172, ctackett@library.ca.gov)

- 30 *All public libraries:* Annual report data must be entered into the online system by this date. (For questions contact Sharon Gomez, Bureau Analyst, 916-653-6492, sgomez@library.ca.gov)

November

- 1 *CLLS:* Applications to add a new service due at the State Library. (For questions contact either Carla Lehn, Literacy Consultant, 916-653-7743, clehn@library.ca.gov; or Valerie Reinke, Literacy Consultant, 916-651-6980, vreinke@library.ca.gov)

December

- 1 *PLF:* Annual Certification of Local Revenue for the Public Library Fund must be received in the State Library's Budgets Office. (For questions contact: Sharon Gomez, PLF Analyst, 916-653-6492, sgomez@library.ca.gov)

GENERAL OVERVIEW

Our Charge

The California State Library is charged with performing the following activities as defined by law. The State Library, under the direction and control of the State Librarian, an appointee of the Governor, has responsibility:

- To collect, preserve, generate and disseminate a wide array of information;
- To serve as the central reference and research library for state government and the Legislature;
- To advise, consult with, and provide technical assistance to and outreach programs for California's public libraries;
- To direct state and federal funds to support local libraries and statewide library programs

Our Mission

The State Library is California's public research library that helps a diverse people, their governments and their libraries meet their knowledge and information needs.

Our Vision

As the 21st century unfolds, the California State Library strives to be one of the most dynamic state libraries in the nation. Assets include: the excellence of its collection; its philosophy and practice of efficient service to state government, its primary client, as well as to the libraries, library networks and the general public; its advocacy and support of appropriate technology; its effective statewide leadership in library development; and its care for the heritage of California and the continuing well-being of Californians. Most importantly -- and supporting all these efforts -- the California State Library is proud of the expertise and esprit de corps of its staff, committed to the highest ideals of library and information service.

Our Values

Service

We believe that library and information service is essential to a learning society because information and knowledge are indispensable to the development of human potential, the advancement of civilization, and the continuance of enlightened self-government.

Customers

We believe that meeting the needs of our diverse customer base is first and foremost.

Quality

We value the importance of providing rapid and comprehensive access to knowledge and information and strive to constantly improve the services we provide to state government and the public.

Technology

We believe libraries must be active partners in the development and implementation of technology to ensure that access to knowledge and information will be equitably available to all.

Individuality

We respect the individuality and integrity of each customer and each employee, and foster an environment in which creativity, productivity and individual responsibility are encouraged, recognized and rewarded.

Teamwork

We believe that each individual is a member of the team, working together to serve our customers.

FUNDING PROGRAMS:

Public Library Fund (PLF)

Background and Purpose

The stated intent of the program is to embody the state's interest in the general diffusion of information and knowledge through free public libraries; encourage lifelong learning; supplement the system of free public education; help libraries serve as sources of information and inspiration to persons of all ages, cultural backgrounds and economic status; and furnish a resource for continuing education. The funds assure the availability to every resident of the state an adequate level of public library service regardless of the taxable wealth of the local jurisdiction providing the service. Funds are appropriated annually in the State budget to support the program.

Localities may use the funds freely so long as the funds serve the public library purposes stated in the law.

Funding Formula

The law permits the Legislature to appropriate an amount up to 10% of a target "foundation" level of service based on a per capita cost each year. This foundation level, adjusted annually, has risen from \$37.6 million in 1987/88 to \$76.6 million in 2001/02.

The state appropriation has never reached the target level and has varied from \$8.8 million. (19% of full funding) in 1992/93 to \$56.8 million (79% of full funding) in 2000/01.

The state awards a dollar amount to qualifying public libraries equal to the proportional share of the total amount appropriated by the Legislature and signed by the Governor each year, based on the population of the library's service area as certified by the State Librarian each spring prior to the year of award. The population factor used is based on census data compiled annually by the Department of Finance for the entire state.

There have been a number of one-time and ongoing revisions to the funding formula throughout the existence of this program.

Eligibility

All California public libraries are eligible to apply. No separate allocations are made below jurisdiction level.

Awards are made only to those libraries that formally apply using the forms provided, and that apply on time (annual deadlines are in effect in the law). To qualify the local governing body (county, city, district) must appropriate funds to the library that at least equal to its appropriation for the immediate preceding year (so called "maintenance of effort," or MOE). The revenue is calculated on the local funds appropriated not actual

expenditures, and the compliance with MOE is based on a comparison of the dollar amount certified by the library as of each successive annual submission.

There are specific requirements for what may be counted as local revenue in this calculation.

There are limited provisions for waiver of the MOE requirement.

Role of the State Library and State Librarian

The State Library is responsible for receiving the annual certifications of locally appropriated revenue, for determining eligibility, and for accomplishing disbursement of the funds (through the State Controller). The State Librarian annually, each June, certifies the local population figures to be used in allotting the PLF funds based upon the census data compiled as outlined above.

Assistance

Libraries can obtain assistance in applying for Public Library Fund awards and information regarding these grants:

For general program, policy, and status information, contact the State Library's PLF Program Coordinator, Ira Bray, (916) 653-0171, email ibray@library.ca.gov.

For general program and status information you may also contact the State Library's PLF Analyst, Sharon Gomez, (916) 653-6492, email sgomez@library.ca.gov.

For information on payments and payment schedules, once final payment computations have been completed, contact the State Library's Budget Office, (916) 445-9852.

FUNDING PROGRAMS:

California Library Services Act

California public libraries engaged in cooperative efforts with neighboring libraries are supported through six funded programs of the California Library Services Act (CLSA), specifically designed to assist and encourage such interlibrary cooperation. The program is administered by the 13-member Library of California Board. The funding is provided to California public and non-public (not for profit) libraries and California Cooperative Library Systems.

Transaction Based Reimbursements

Supports reimbursement of local libraries for a portion of the costs they incur when they extend lending services beyond their jurisdictional clientele. The two service components authorized in the California Library Services Act (CLSA) for the Transaction Based Reimbursements (TBR) Program are:

Direct Loan: Over-the-counter loan of material by a California public library to a resident of some other California public library jurisdiction. Direct loans are reimbursed on a net imbalance basis. A participating public library is reimbursed for the handling costs of those loans made to non-residents that exceed the number of loans made by all other public libraries to the participating library's own residents. The Direct Loan Program has two provisions of service:

1. **Equal Access:** If the public library has agreed to participate in the Equal Access provision of CLSA, it is obligated to provide non-resident over-the-counter loan service to residents of public libraries that belong to the same CLSA Cooperative Library System as the lending library.
2. **Universal Borrowing:** If the public library has agreed to participate in the Universal Borrowing provision of CLSA, it is obligated to provide over-the-counter loan service to the residents of all other California public library jurisdictions.

Interlibrary Loan: Lending of material from one library to another as a result of a user request for the item. Public libraries as well as non-public libraries (i.e., public and private academic libraries, not-for-profit corporate libraries, school libraries, etc.) are reimbursed only when the borrowing library is a California public library. Public libraries are reimbursed for loans made to each other and to eligible non-public libraries. As in the Direct Loan program, only handling costs are reimbursed.

System Reference

Supports coordinated reference service provided through each of fifteen Cooperative Library Systems. This is second level reference which a local public library is unable to

provide directly to its patrons because of the lack of local resources to fully address all questions asked. In addition, this program supports efforts to provide training to local librarians and paraprofessional staff with an emphasis on basic services that can be provided using common reference tools found in small public libraries. The purpose is to provide as much service as possible at the level where the patron first makes contact with the library and to provide cost-effective backup resources when these are needed.

System Communications and Delivery

Supports the cost of providing communications and delivery systems that enable the sharing of resources through interlibrary loans and the rapid interchange of information by telephone, fax, electronic mail, U.S. Mail, courier services, and van deliveries. In recent fiscal years, over 1.8 million messages and nearly eight million items have been annually delivered with the support of this program.

System Advisory Boards

Supports the work and participation of members of the System Advisory Boards who plan and develop CLSA-funded system services in cooperation with their respective System Administrative Councils. The System Advisory Board (SAB) Program provides a means for effective communication between each Administrative Council and the residents of its system service area, and helps to ensure that library services provided by each system respond appropriately to the needs of its residents. Each of the fifteen cooperative library systems in California is required to establish an SAB made up of individuals who are appointed by the governing body of each jurisdiction that is a member of the cooperative library system. Members are to be representatives of the public-at-large and of the underserved residents in the system service area with the intent that their input will improve the planning and delivery of CLSA supported services.

Statewide Data Base

Supports resource sharing throughout the state through the collection and maintenance of bibliographic and location information on the current acquisitions of California public libraries. Two complementary approaches to sharing this information are supported by the CLSA program, OCLC subsidies and subsidies for Z39.50 access.

The most recent data indicates that the CLSA Statewide Data Base at OCLC now contains over 22.2 million location records. This information is available to any library throughout the world that has access to the OCLC Online Library Union Catalog. A subsidy of \$69 is available for local OCLC access, payable to individual public libraries.

An alternate annual subsidy of \$550 or \$800 is available to support access to the local catalog via Z39.50 and/or via resource sharing servers, payable to individual public libraries. CLSA Cooperative Library Systems are eligible for \$5500 towards the ongoing costs of operating a regional resource sharing server. In addition to subsidies, the following targeted one-time grants may be requested, depending on funds available:

- competitive grants up to \$7,500 each to individual public libraries for Z39.50 server software acquisition and installation
- competitive grants up to \$10,000 each to individual public libraries for retrospective conversion
- competitive matching grants up to \$10,000 each, with a required 100% local match, to individual public libraries for catalog enhancement or enrichment.

Assistance

For general information or assistance, contact Sandy Habbestad, CLSA Program Analyst, at (916) 653-7532 or by email at shabbestad@library.ca.gov

FUNDING PROGRAMS:

Library Services and Technology Act

Background

The Library Services and Technology Act (LSTA) is a federal grant program administered in California by the State Librarian that was enacted October 1, 1996 with the expiration of the Library Services and Construction Act (LSCA) on September 30, 1996, and reauthorized in 2003. The Library Services and Technology Act (LSTA), PL 104-208, is the successor to the LSCA, and its predecessor, the Library Services Act (LSA), in effect from 1956 until LSCA became law in 1965. Each year since the inception of the original Act, the State Librarian has awarded local assistance grants on a competitive basis for locally initiated projects that meet the purposes of the Act.

LSTA provides support for projects in the areas of services for all people, technology, and resource sharing and inter-agency cooperation. The major provisions of LSTA cover: Technology, Networking, and Resource Sharing.

Purpose

LSTA has two main purposes, those spelled out under "Technology, Networking, and Resource Sharing" and those related to "Targeting Library and Information Services."

The following is the language of the Act itself as it was amended in 2003. "SEC 212. PURPOSE. It is the purpose of this subtitle—

- (1) to consolidate Federal library service programs;
- (2) to promote improvement in library services in all types of libraries in order to better serve the people of the United States;
- (3) to facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry; and
- (4) to encourage resource sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public."

The more specific priorities expressed in the Act: "SEC. 231. GRANTS TO STATES.

(a) IN GENERAL.--Of the funds provided to a State library administrative agency under Section 214, such agency shall expend, either directly or through subgrants or cooperative agreements, at least 96 percent of such funds for-- (1) in subsection (a), by striking paragraphs (1) and (2) and inserting the following: (1) expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages; (2) developing library services that provide all users access to information through local, State, regional, national, and international electronic networks; (3) providing electronic and other linkages among and between all types of libraries; (4) developing public and private partnerships with other agencies and community-based organizations; (5) targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills; and (6) targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with

incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 673 (2) of the Community Services Block Grant Act (42 U.S.C. 9902 (2)) applicable to family of the size involved.” Within the parameters of the federal program, the individual states must submit to IMLS a five-year state plan that establishes, among other things, state goals for use of LSTA funding. In California, these goals that will be in effect for fiscal years 2002/2003 to 2006/2007 are:

- a. Goal 1: Provide equitable access to lifelong learning
- b. Goal 2: Improve patron use of technology resources
- c. Goal 3: Foster a trained, proficient library work force
- d. Goal 4: Improve service to people with disabilities
- e. Goal 5: Revise library service to best assist Californians

For more detailed information about the State Plan, visit the State Library’s website at <http://www.library.ca.gov/html/grants.cfm/>

Eligibility

Eligible libraries include libraries of all types: academic, corporate, institutional, public, school, and special as well as cooperative library systems and networks. See the “Guidelines for Developing LSTA Grant Proposals” document on the California State Library’s website (<http://www.library.ca.gov/html/grants.cfm/>) for more details about eligibility requirements.

Application materials

The application process, materials and deadlines are accessible at <http://www.library.ca.gov/html/grants.cfm#plan>

Examples of LSTA-Funded Programs

The following information sources all provide examples of LSTA grant projects from all types of California libraries from previous grant cycles:

- The California State Library’s online newsletter *Connection* (<http://www.library.ca.gov/html/newsletter.cfm>) contains many articles about LSTA projects;
- The State Library’s LSTA web page lists current project abstracts from FY1997/1998 to FY2003/2004; and
- The Association of Specialized and Cooperative Library Agencies (ASCLA) of the American Library Association’s “LSTA Success Stories” (<https://cs.ala.org/ra/lsta/search.cfm/>, highlight “California” in dialog box no. 1 and click “Search”) lists a vast number of California’s successful LSTA grant projects that can be accessed as a comprehensive list or by Congressional District.

Assistance

For additional information or questions, contact Christopher Berger, Acting LSTA Coordinator at (916) 653-8313 or by email at cberger@library.ca.gov.

FUNDING PROGRAMS:

California Library Literacy Services

Background

For twenty years, the California State Library has provided funding to assist local library jurisdictions to provide learner-centered, volunteer-based literacy services dedicated to empowering low-literacy adults and their families. In 2004/05, 105 library jurisdictions participate in California Library Literacy Services (CLLS) serving over 100,000 people throughout the state. These services are provided as a State/local partnership, and for every dollar allocated by the legislature and distributed by the State Library, an average of an additional \$3 is raised and spent locally by the participating library.

CLLS consists of four program components. Some libraries provide only adult literacy services, and some have a mix of the 4 components:

Adult Literacy Services – Helps English-speaking adults reach their reading and writing goals. Consists of:

- Customized, one-to-one and small group tutoring for adults in a library setting
- Volunteer-based instruction

Family Literacy Services – Fosters an intergenerational love of reading and books. Consists of:

- Interactive library programs and story-times designed for adult learners and their families.
- Quality children's books given away to participating families.

English Language & Literacy Intensive (ELLI) – Boosts the academic performance of at-risk school children. Consists of:

- After-school and in-school tutoring for children who are learning to speak English.
- Family component involves parents and siblings in fun, library-based programs.

Mobile Library Literacy Services (MLLS) – Brings library literacy services to underserved communities:

- Mobile libraries help overcome the barriers of isolation and lack of transportation.
- Provides at-risk families with a variety of preschool experiences to support school readiness.

Mission

The mission of California Library Literacy Services is to enable Californians of all ages to reach their literacy goals and use library services effectively.

Funding

This program is funded with State dollars through the California Library Literacy and English Acquisition Services Program (California Education Code Title 1, Division 1, Part 11, Chapter 4.6, Section 18880-18884).

Each year the Legislature and the Governor allocate funds during the state budget process. In recent years the allocation has been approximately \$5.3 million.

Funds are distributed utilizing the CLLS funding formula made up of three parts:

- A *baseline* amount for each approved CLLS program component that reflects the importance of each library having enough funds to provide a minimum level of local literacy staffing and services.
- A *per capita* amount per adult learner served in the previous year that reflects the fact that Adult Literacy Services are the heart of the service, and are the basis for all other literacy services.
- A *match* on local funds raised and expended locally for adult literacy services—reflecting a commitment to a continuing State/local partnership, and to providing an incentive for increased local support for adult literacy.

How Libraries Can Apply

Due to a recent change in the funding formula, and a proposed reduction in the funds for the program in the 2005/06 state budget, only currently participating libraries may apply.

Assistance

The CLLS website contains lots of information: www.literacyworks.org/lls

State Library Literacy Staff can also be contacted:

Carla Lehn at (916) 653-7743 or clehn@library.ca.gov
Valerie Reinke at (909) 786-0455 or vreinke@library.ca.gov
Cindy Tackett at (916) 653-7172 or ctackett@library.ca.gov

FUNDING PROGRAMS: E-RATE

Background

The Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) provides affordable access to telecommunications services for all eligible libraries and schools in the United States.

Purpose

The USAC is a not-for-profit corporation appointed by the Federal Communications Commission (FCC) to ensure that the benefits of telecommunications services reach communities and students across the country. The program provides discounts on telecommunications services, Internet access and internal connections.

Funding

Funds are collected from individual phone bills and administered by USAC.

How Libraries Can Apply

Complete application information is available at <http://www.sl.universalservice.org>.

The California State Library is the certified approver of technology plans for public libraries in California. An approved technology plan is required for applications requesting more than basic telephone services. Libraries should base their E-Rate purchases on the technology plan. The information provided on FCC Forms 470, 471, and 486 should build on the foundation provided by the approved technology plan. Technology plans must be written by the time the library files Form 470 (Services Requested) and approved by the time the library files Form 486 (Receipt of Service Confirmation) with the SLD.

The California State Library provides two documents for development of the library technology plan – a Technology Inventory Form, and a Technology Plan Form. Both forms can be downloaded from the State Library's Web site at <http://www.library.ca.gov/html/libserh8.cfm>.

An email list service is available to provide assistance and news about the program to interested individuals. See <http://www.cde.ca.gov/ls/et/ft/eratemain.asp> for background.

Assistance

For more information or questions, contact Rush Brandis, Technology Consultant, at (916) 653-5471, or by e-mail at rbrandis@library.ca.gov

FUNDING PROGRAMS:

California Teleconnect Fund

Background

The California Teleconnect Fund (CTF) was established by the California Public Utilities Commission (CPUC) consistent with Chapter 278 of the Statutes of 1994. It provides discounted telecommunications services for qualifying schools, libraries, hospitals, and community-based organizations.

Purpose

Libraries are entitled to a discounted rate for measured Business service (local exchange service) Switched 56, T-1 service, and DS-3, or their functional equivalents.

Funding

The CTF is funded by an all-end-user surcharge billed and collected by telecommunications carriers, which, in turn, remit the surcharge monies to a financial institution as directed by the Commission or its representatives.

How Libraries Can Apply

Only those libraries that are eligible for participation in state-based plans for funds under the Library Services and Technology Act (LSTA) can apply. The California State Library certifies that the library applicant is eligible. To see the list of eligible libraries as certified by the California State Library and accepted by the CPUC, go to:

<http://www.cpuc.ca.gov/static/industry/telco/public+programs/eligible+ctf+recipients.xls>
Click on the "Library" tab.

The telecommunications vendor providing service to your library may have application forms available. A standard form is available on the CPUC Web site at:
<http://www.cpuc.ca.gov/static/industry/telco/public+programs/ctfapplicationoct2004.pdf>.

Additional information is available from the CPUC Web site at:
<http://www.cpuc.ca.gov/static/industry/telco/public+programs/ctffaq.htm> and Katherine Morehouse (415) 703 5331, ksm@cpuc.ca.gov.

Assistance

For more information or questions, contact Rush Brandis, Technology Consultant, at (916) 653-0171, or by email at rbrandis@library.ca.gov

LIBRARY FUNDING PROGRAMS:

Public Library Staff Education Program

Background

This program has been developed to address the formal library education needs of California public library staff seeking a Master's degree in library and information science. This program is intended to assist public library staff that are seeking or working on securing a library degree, by supplying grant funds to the applicant student's employing library for reimbursement of the student's course tuition costs. Eligible applicant libraries must apply for the grant funds on behalf of their staff that qualify for tuition reimbursement under this program. Awards are made based upon a competitive application process.

Purpose

The goal of this program is to increase the number of librarians available to work in California's public libraries, with an emphasis on librarians able to serve underserved and geographically isolated populations, and children and young adults.

Funding

This program is funded with federal Library Services and Technology Act grant funds, awarded at the discretion of the State Librarian. The amount of funding designated for this program varies annually.

How Libraries Can Apply

Because LSTA funds are used for this program, grant awards can only be made to applicant libraries, who are in turn, responsible for administration of the funds to their eligible staff members.

Library staff eligible to receive tuition reimbursement from their employing libraries under this program must be employed in a California county, public, or county law library and have been employed for at least a year.

Applications for this program are available on the State Library's website (www.library.ca.gov/html/libserv.cfm) in January of each year for the upcoming grant year starting in July.

Assistance

For questions or assistance, contact Kathy Low, Library Programs Consultant, at (916) 653-6822, or by email at klow@library.ca.gov.

FUNDING PROGRAMS:

California Historical and Cultural Endowment

Purpose

The California Cultural and Historical Endowment (Endowment) is devoted to the cause of telling California's history as experienced by the many diverse peoples of California. The Endowment helps the citizens of California to strengthen and deepen their understanding of the state's history, its present society, and themselves.

The California State Legislature intended for the Endowment to raise the profile and scope of California's historic and cultural preservation programs to become a stand-alone entity in state government without ties to any existing agency or department, yet subject to the authority of the Governor. The State Library is the home of the Endowment during its current phase of development.

Mission

The Endowment's mission is to tell the stories, and document the contributions, of the many groups of peoples that make up modern California. These groups include Latinos, African-Americans, Asians and Pacific Islanders, Native Americans, Jewish persons, Europeans, and others with uniquely identifiable cultures. It is increasingly important to document and preserve the physical and cultural history and folk life of these many groups' and their contributions to California's history.

Grants and Loans

Using funds allocated and appropriated from the *California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002* the Endowment awards grants and loans on a competitive basis to public agencies and nonprofit organizations, including museums, to encourage development of a systematic and coordinated assemblage of buildings, sites, artifacts, museums, cultural landscapes, illustrations, written materials, a displays and interpretive centers to tell the stories of California as a unified society.

The Endowment funds historic and cultural preservation projects. In addition to preserving historic resources commonly associated with California (artifacts from the Gold Rush, nineteenth-century buildings), the Endowment also funds projects that tell the parts of California's story that are absent or underrepresented in existing historical parks, monuments, museums, and other facilities. It will strive to achieve careful balance, geographically, among communities and organizations of large and small size, and among diverse ethnic groups. Funding for projects approved under the aforementioned *California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002* is limited exclusively

to capital improvement projects related to the acquisition, development, preservation, or interpretation of buildings, sites, structures, places, or artifacts that preserve and demonstrate culturally significant aspects of California history.

In addition, the Endowment administers several programs required *by Assembly Bill (AB) 716*. It develops and implements competitive grant and/or loan programs using the Proposition 40 bond funds. It conducts statewide public hearings in developing these programs. It also conducts studies and surveys to assess the state's cultural and historic resource preservation programs, as well as access to and interpretation of those resources. The Endowment makes recommendations for additional steps that should be taken to better preserve and administer cultural and historic resources efficiently and effectively. To the degree that funding is available, it also establishes programs to assist and enhance the services of California's museums and other institutions that conduct cultural projects reflective of underserved communities.

Members of the Endowment Board

The Endowment operates under the direction of a Board made up of the following members:

- The State Librarian, who serves as Chair
- The Secretary of the Resources Agency
- The Director of the Department of Finance,
- Three members appointed by the Governor:
- Two members appointed by the Senate:
- Two members appointed by the Assembly:

In addition, two members of the Senate and two members of the Assembly meet with the Endowment and participate in its activities. Under recommendation from Endowment staff, the Board makes the final decision regarding the allocation of grant and loan funding to prospective applicants.

Assistance:

For questions or assistance, contact:

Diane Matsuda, Executive Officer, California Cultural and Historical Endowment (CCHE), (916) 651-8223, Toll Free (866) 311-2178, fax (916) 651-9871, or send us an email at endowment@library.ca.gov.

FUNDING PROGRAM:

California Civil Liberties Public Education Program

Background & Purpose

The California Civil Liberties Public Education Program (CCLPEP) was created in 1998 by the passage of AB1915 ([pdf](#), [html](#)) by Assemblymember Mike Honda. In 2000, the State Legislature extended the program indefinitely by enacting AB 1914 by Assemblymember George Takano ([pdf](#), [html](#)). This competitive grant program offers funds for public education programs and activities that address events surrounding the exclusion, forced removal and incarceration of civilians and permanent resident aliens of Japanese ancestry during and after World War II. The program is designed to ensure that these events will be remembered and better understood by all Californians.

Eligibility

This year's subject area focus is on community preservation and remembrance related to the current and former Japantowns. According to various historical sources and scholars, over 40 Japan town communities existed prior to World War II, and only three exist today. These three – Los Angeles, San Francisco, and San Jose -- are the subject of a recent report on their possible cultural and historical preservation.

This year's grants will focus on issues related to California's Japan towns, including the three that exist today and the much larger number that disappeared during and after World War II. Proposed projects should clearly demonstrate the significance of California's Japantowns, provide for their preservation, or interpret and document their history. Priority will go to applications that: (1) (a) coordinate proposals associated with the same Japan town, or (b) address one or more specific issues on a statewide basis, and (2) involve a variety of interested parties, such as nonprofit agencies, community organizations, individuals, and local and state agencies. Applications that include art, theater, and other creative means of preservation, interpretation, and documentation are welcomed.

Application materials

The application materials and deadline are accessible at <http://www.library.ca.gov/cclpep/files/2004-2005InfoPacket.pdf>

Examples of CCLPEP Funded Programs

The following are examples of CCLPEP grant project categories that have been funded in previous years: Art, Books, Contests, Curriculums, Documentaries, Dramas, Exhibits, Legacies, Histories, Performances, Studies, Websites and more. You can access the complete list by category at <http://www.library.ca.gov/cclpep/files/2004-2005InfoPacket.pdf>.

Additional Information

An Advisory Committee and Members list is accessible at <http://www.library.ca.gov/cclpep/committee.cfm>.

A complete list of past recipients and their projects are accessible at <http://www.library.ca.gov/cclpep/index.cfm>.

Assistance

For further information on CCLPEP, please contact Karen Edson, Assistant Director at (916) 653-7843 or by email at kedson@library.ca.gov.

FUNDING PROGRAMS: **Office of Library Construction (OLC)**

Background:

In 1988, California voters passed the 1988 Library Bond Act, the first act for public library construction and renovation in California History. This act, which was known as “Proposition 85,” provided \$75 million which funded 24 public libraries.

The *California Reading and Literacy Improvement and Public Library Construction and Renovation Bond of 2000* was created by the passage of Proposition 14, a statewide bond measure that was approved by California voters on March 07, 2000. The Library Bond Act of 2000 authorized the sale of \$350 million of state general obligation bonds for the purpose of public library construction and renovation. Grants, which were allocated over three cycles by members of the California Public Library Construction and Renovation Board, resulted in the development of 45 public libraries. In July 2000, the Office of Library Construction was established as a separate bureau within the State Library to administer the grant program.

State grants provided 65% of the eligible project costs to cities, counties, and library districts authorized to own and maintain a public library facility. The local jurisdictions provided the remaining project costs.

Mission Statement:

The mission of the Office of Library Construction is to administer the Library Bond Act of 2000 and any subsequent Bond Acts related to public library construction and renovation.

Purposes:

- Assist the California Public Library Construction and Renovation Board in developing rules and regulations for the program.
- Maximize the State’s investment in creating high quality public library buildings.
- Administer the application process.
- Assist libraries in preparation of applications.
- Provide eligibility review of all applications.
- Evaluate all eligible applications.
- Provide technical assistance to applicants and grant award recipients.

- Administer payment of State Grant Funds.
- Provide ongoing review of architectural plans for all funded projects.
- Monitor the construction of all funded projects.

Library Bond Act of 2006

Senate Bill 1161, which established the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2006, was signed by the Governor in September 2004 and will go to California voters in the June 2006 statewide primary election. The new Bond Bill would give first priority for funding to eligible projects that were submitted but not funded in the third cycle of the 2000 Bond Act, providing up to \$300 million for that purpose. These projects would be administered under regulations for the Bond Act of 2000 until rulemaking for the new Bond Act is completed. The remaining \$300 million would be allocated state-wide on a competitive basis following completion of rulemaking for the new Bond Act.

Assistance/Web Site:

Visit the Office of Library Construction web site (olc.library.ca.gov) for additional information including the names of OLC staff, lists of funded projects, as well as links to a variety of information resources, including Libris Design planning documents, the ALA database of library building consultants, and other related resources.

You will also discover “News Flash,” an e-mail alert system which is used by the Office of Library Construction to quickly disseminate critical information about the Library Bond Act. The “News Flash” system may be accessed from any OLC Web Site page by clicking on the “OLC News Flash!” link in the upper right-hand corner of each page.

If you require additional assistance, you may also wish to contact Richard B. Hall, Library Bond Act Manager, (916/445-9604 or rhall@library.ca.gov), or Linda Springer, Deputy Library Bond Act Manager (916/445-9587 or lspringer@library.ca.gov).

STATE LIBRARY SERVICES

State Library Services is “California’s public research library,” with collections, skilled staff, public reading rooms, reference services, online databases and document delivery that you would expect of a library. Its purpose is to address the first two charges of the California State Library: 1) To collect, preserve, generate and disseminate a wide array of information; and 2) To serve as the central reference and research library for state government and the Legislature.

Of particular interest to public libraries and the communities they serve, the California State Library has:

- The largest collection of newspapers from around the state with long historical runs, available to your users through interlibrary loan.

California History Room

- Unique collections of Californiana – state election memorabilia, pictorial postcards, brochures from auto clubs and chambers of commerce, hundreds of thousands of photos and a California Information File with 3.4 million entries on the state’s history.

California History Room

- Circulation of nearly ¾ million items a year to people with visual and physical disabilities in Northern California and contracts for the same services with the Braille Institute of America for Southern California. The lead library in the state for the National Library Service from the Library of Congress.

Braille and Talking Book Library

- California Access News, a free electronic newspaper service from the National Federation of the Blind, accessed through any touch-tone telephone for people unable to read a printed newspaper.

Braille and Talking Book Library

- More than 25,000 titles in more than 50 languages with both adult and juvenile titles available either individually or in small circulating libraries to help you meet the reading interests of your diverse communities.

State Information and Reference Center

- The only complete depository in California for the Federal Documents Depository Library Program and the primary library for collecting, cataloging and preserving California state documents. Over 4 million documents.

Government Publications Section

- A major role in helping the public find online government information and services through the award-winning State Portal (MyCalifornia), and a

cooperative effort with 18 counties for a common county portal information architecture.

Government Publications Section

- Largest and best local history & genealogical library west of Salt Lake City, one of the few in the nation that lends to local libraries.

Sutro Library

- The best source for historical California legal information. Legislation and regulations – all versions of bills and bill analyses through the decades, state codes, statutes and regulations as well as secondary sources such as texts and journals.

Witkin State Law Library

State Library Services Sections and Collections

Braille and Talking Book Library

- Loans recorded and Braille books to those people in northern California who are unable to read standard print due to visual or physical limitations. An equivalent library at the Braille Institute serves southern California.
- Loans special players to read the recorded books.
- Provides information on other agencies serving the disabled.
- Assists public libraries, schools, nursing homes and other institutions in using talking books.

California History Room

- Collects, preserves, and disseminates information about California people, places and events from prehistoric times to the present.
- Has California newspaper titles from 1846 to the present..
- Has 100,000 cataloged photographs representing life in California from 1852.
- Has California Census materials from 1852 to 1930.
- Contains a treasure trove of other materials including rare books, pioneer diaries, ephemera, old phone books and city directories, genealogy resources, manuscripts, and maps.

Government Publications Section

- Serves as the only complete depository of federal government publications in the state; a complete depository of California state government publications; and a depository library of the U.S. Patent and Trademark Office.

- Includes Educational Resources Information Center (ERIC) reports, National Technical Information Service (NTIS) government sponsored research reports, the U.S. Census from 1790 to the present, U.S. Geological Survey topographic maps, environmental impact reports, statistical indexes, and extensive indexes to publications in the collection.
- Has a Melk scanner that converts microfiche articles into PDF format. After an article is converted, it can be sent as an email attachment.

State Information and Reference Center

- Manages a collection of materials that are of general interest to state government, including the areas of education, environment, employee training and development, health policy, management, public policy, and social sciences.
- **Language Collection**
 - Materials in languages other than English as a service to libraries serving non-English speaking residents
 - Languages include: Arabic, Asian, European, Hispanic, Indic, Scandinavian, and Slavic languages
 - Interlibrary loan requests are filled in the following ways:
 - Mini-collections: 10 to 25 titles per language selected for use as a short-term library collection
 - Specific types of fiction, such as mysteries or romances
 - Specific subjects such as history or grammar
 - Specific authors and titles

Sutro Library (in San Francisco)

- Built on the rare book and manuscript collection of Adolph Sutro
- Maintains materials for the genealogist doing research on families outside of California including family histories, state and local histories, and records for all other states.
- Has the U.S. Census on microfilm from 1790 to 1920, and also materials helpful in tracing genealogy in other countries.

Witkin State Law Library of California

- Collects primary and secondary legal resources in American law, including law journals and periodicals.
- Includes federal and state appellate court decisions, federal agency decisions, and to 2003, an historical collection of state codes, session laws, and Attorney General opinions of the 54 United States jurisdictions
- Emphasizes California law including Statutes back to 1850, legislative bills back to 1867, and an historical and current collection of legal newspapers.

- Extensively collects California law treatises and other secondary sources, both current editions and an excellent historical collection.
- Offers skilled assistance in locating and using online legal resources.

Library Services

Library Hours and Holidays

The public service desks and reading rooms in Sacramento are open Monday through Friday, 9:30 a.m. to 4:00 p.m., excluding holidays.

The Sutro Library in San Francisco is open Monday through Friday, 10:00 a.m. to 5:00 p.m. Closed Saturdays.

(2005 state holidays: Jan 17; Feb. 21; Mar. 31; May 30; July 4; Sept. 5; Oct. 10; Nov. 11, 24 and 25; Dec. 26)

Public Service Locations:

Stanley Mosk Library and Courts Building
914 Capitol Mall
Sacramento, CA 95814

Mailing address:
P.O. Box 942837
Sacramento, CA 94237-0001

State Information and Reference Center

Room 301
(916) 654-0261
FAX (916) 654-0241
Email: cslsirc@library.ca.gov

Circulation

Room 300
(916) 654-0206
FAX (916) 654-0151
Email: cslsirc@library.ca.gov

Government Publications Section

Room 304
(916) 654-0069
FAX (916) 653-6114
Email: cslgps@library.ca.gov

Witkin State Law Library of California

Room 305
(916) 654-0185
FAX (916) 654-2039
Email: csllaw@library.ca.gov

Library and Courts II Building
900 N Street
Sacramento, CA 95814

Mailing address:
P.O. Box 942837
Sacramento, CA 94237-0001

California History Room

Room 200
(916) 654-0176
FAX (916) 654-8777
Email: csllcal@library.ca.gov

Braille and Talking Book Library

Room 100
(916) 654-0640 or (800) 952-5666
FAX (916) 654-1119
Email: btbl@library.ca.gov

Sutro Library (Genealogy and Family History)

480 Winston Drive
San Francisco, CA 94132
(415) 731-4477
FAX (415) 557-9325
Email: sutro@library.ca.gov

Interlibrary Loan

All California libraries are welcome to borrow circulating materials from the State Library. The California State Library is a participating library in OCLC and loans materials free of charge. Additional information is available at:
www.library.ca.gov/html/libserve3.cfm

PUBLICATIONS:

Ongoing

The State Library issues the following publications on an ongoing basis.

California Library Statistics and Directory

Each year the State Library sends annual report forms to California's academic, public, special, state agency, and county law libraries. Statistical data from those reports are tabulated in *California Library Statistics*, with directory listings published in the companion volume, *California Library Directory*. Although the statistics program and these publications are promoted as widely as possible, participation for the most is voluntary (public libraries are required by the Education Code to report annually to the State Librarian) and some choose not to do so. This makes the state summary less than complete.

California cooperates with the National Center for Education Statistics in the collection of uniform public library statistical data nationwide for national compilation and publication, annually, in the federal Ed Tabs series of statistics for educational institutions throughout the United States.

The directory and statistics are accessible at www.library.ca.gov/html/main.cfm. Library directors may also access Bibliostat Connect, an online statistical analysis and peer comparison tool. Contact the Library Development Services Bureau for more information.

California State Publications (CSP)

California State Publications (CSP) is a monthly listing of official publications received by the State Library from California governmental agencies. Published since 1947, each issue includes three parts: an introductory section, a register (consisting of the catalog records produced for new state publications for that month), and an index. The print version ceased publication with vol. 57, no. 5 (May 2003); CSP has been issued in PDF format from vol. 57, no. 6 (June 2003) forward. The PDF version is available at www.library.ca.gov/CSP/index.cfm and also through e-mail subscription (contact the Government Publications Section at cslgps@library.ca.gov to subscribe).

The publications listed in CSP are distributed free of charge, either by the Office of State Publishing or by the issuing agency, to California state document depository libraries. Other organizations and individuals should contact the issuing agency to obtain copies.

Studies in the News

Studies in the News (SITN) is a current compilation of policy-related items significant to the Legislature and Governor's Office. It is created weekly by the State Library's Research Bureau and State Information & Reference Center to supplement the public policy debate in California's Capitol. To help share the latest information with state employees and other interested individuals, these reading lists are now being made accessible through the State Library's website at www.library.ca.gov/CRB/SITN.cfm

California Research Bureau Reports

The California Research Bureau (CRB) provides nonpartisan research services to the Governor and his staff, to both houses of the legislature, and to other state elected officials. These services include preparation of reports and memoranda on current policy issues, which might cover topics such as the history of the issue, experiences and proposals in other states, case studies and examples, data analysis, and development of legislative proposals. This work might be confidential to the requestor, or might result in a published report. Public reports are available at www.library.ca.gov/html/statseg2a.cfm

Sample recent titles include "Profile of the Young Californian (Age Group 16 to 24): How Has it Changed Over the Last Three Decades?" and "A Comparison of the Growth in Property and Sales Tax Bases For 218 Cities in California, 1980-1999."

California Library Laws

California Library Laws is a selective guide to state laws and related materials that most directly affect the everyday operations of public libraries and organizations that work with public libraries. It is intended as a convenient reference, not as a replacement for the annotated codes or for legal advice. It is accessible at www.library.ca.gov/laws/index.cfm

PUBLICATIONS:

One-Time

The following are a sample of the many one-time publications issued by the State Library that may be of interest to you. Additional publications issued by the Library Development Services Bureau can be found on the State Library's website at www.library.ca.gov/html/lds.cfm

Additional publications related to library buildings and construction can be found on the Office of Library Construction's website at www.olc.ca.gov/planningassistance.asp

California Campaign for Libraries: Exceeding Expectations

In 2001 the California State Library spearheaded a multiyear statewide campaign to promote the value of libraries, books, and reading. The campaign leveraged \$970,500 into a media campaign valued at \$2,902,500. *Exceeding Expectations* provides an overview and report on the Campaign. (Accessible on the web at www.library.ca.gov/assets/acrobat/ExceedingExpectations.pdf and in hardcopy at no charge, upon request from the Library Development Services Bureau.)

California Library Referenda Campaigns

In response to an increasing local interest in the process of placing a library funding measure on the ballot, the California State Library funded a study entitled "California Library Referenda: The Determinants of Success and Failure." It was a landmark effort to understand California library ballot measures held from 1978 to 1994. This publication summarizes the results of the Cain study as well as analyzes and compares those results with the national data collection effort for library referenda published yearly in *Library Journal* since 1988. When the data is viewed along with the results of recent statewide and nationwide surveys, the implications for future California library ballot measures as well as those in other states are significant and revealing. (Accessible on the web at www.library.ca.gov/LDS/referenda/index.html)

Convocation on Providing Public Library Service to California's 21st Century Population: Convocation Proceedings

These proceedings include the papers and speeches presented at the convocation, as well as the recommendations developed. Convened in 1997, it brought together over 100 library leaders and supporters to develop recommendations for new statewide programs. (Accessible on the web at www.library.ca.gov/LDS/convo.index.html and in hardcopy at no charge, upon request from the Library Development Services Bureau.)

Cultivating Change: Redesigning Library Services Using the Partnerships for Change Approach.

This manual provides a blueprint for redesigning library services through a team approach that creates community partnerships using the *Partnerships for Change* model. The *Partnerships for Change* program (1988-1995) successfully helped public libraries implement real, long-lasting change in how they serve their communities, how they evaluate current services, and how they plan for the future. (Accessible on the web at

www.library.ca.gov/assets/acrobat/ExceedingExpectations.pdf and in hardcopy at no charge, upon request from the Library Development Services Bureau.)

Energy Management Strategies in Public Libraries

Providing information on how energy use is affected by almost every aspect of building design, this manual includes a discussion and recommendations for almost every situation, from the initial concepts of how to orient a building on its site for new construction to relamping existing light fixtures to save monthly energy costs. The information provided in this manual will insure that we are building energy-efficient buildings, and renovating and remedying those that are not. (Available in hardcopy at no charge, upon request from the Library Development Services Bureau, and the Office of Library Construction.)

Existing California Joint Use Public/School Library Facilities (by Library Jurisdiction)

Results of a survey conducted in 2000 to identify where joint use facilities existed on a statewide basis; how they were governed; the school level(s) of the facility; and other pertinent information (i.e., hours of service, staffing levels, joint agreements, etc.) (Accessible on the web at www.library.ca.gov/assets/acrobat/Contacts_-_Existing_Joint_Use_Facilities_by_Library_Jurisdiction1.pdf)

Finding Support for Arts, Humanities and Cultural Programming: A Resource Guide for California Public Libraries

This is an annotated guide to organizations and institutions that provide support, in the form of funding or resources, for cultural programs in California's public libraries. It includes examples of funded programs, guidance in identifying and persuading potential providers, and contact information. (Accessible on the web at www.library.ca.gov/assets/acrobat/fndgsprt.pdf.)

Joint Ventures: The Promise, Power and Performance of Partnering

Joint ventures and partnerships top the list of successful approaches to solving many of the problems and challenges California's cities and counties face today. As elected officials and taxpayers continue to demand the biggest bang for the buck, library partnerships with other organizations make effective use of community resources while increasing their impact to the community. The case studies provided in this publication represent a sampling of successful public library joint ventures in California and other U.S. cities and counties. (Accessible on the web at www.library.ca.gov/assets/acrobat/JointVentures.pdf and in hardcopy at no charge, upon request from the Library Development Services Bureau.)

Joint Venture/Partnership Comparison Chart

This two-page chart looks at the differences between a partnership and a joint venture. (Accessible on the web at www.library.ca.gov/assets/acrobat/partventcmpr.pdf)

Narrative Summary Report of Teen Focus Groups for the Young Adult Services Program

In 2001 MetaResearch was commissioned to conduct qualitative research designed to provide insight and direction for the continuing development of the State Library's Young Adult Services Program. This report summarizes the findings of the twenty-nine focus groups that were conducted with 192 teens in eight locations throughout California. (Accessible on the web at www.library.ca.gov/assets/acrobat/Metareport_12-021.pdf)

Public and School Libraries: Issues and Options of Joint Use Facilities and Cooperative Agreements

On March 7, 2000, California voters passed the *California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000* or the Library Bond Act, 2000. According to Section 19994 of the Act, priority consideration for construction of public library facilities goes to schools and libraries that agree to provide joint library services for both public library users and students, either in a combined single facility or within a public library facility. This publication is a compilation of bibliographies and articles that introduces readers to the issues about joint use facilities and the different options that are available for creating and operating these unique libraries. (Available in hardcopy at no charge upon request from the Library Development Services Bureau.)

Public Perception of Public Libraries

This document contains results of market research conducted to assess public perceptions in California regarding libraries and library staff since the inception of the Internet. (Accessible on the web, the executive summary can be found at www.library.ca.gov/assets/Acrobat/METASummary09-99.pdf, with the full report accessible at www.library.ca.gov/assets/Acrobat/METAreport09-99.pdf)

Renovation or a New Library: A Planning Process

This document provides an outline of a decision making process based on an evaluation of all the factors that should be considered in renovating or planning for a new library. The document uses a case study approach based on an actual process used by a medium-sized central coast city in California which faced the classic issues of high growth of patronage, information technology needs and an aged, inadequate facility to meet the demands of the growing population. (Accessible on the web at www.librisdesign.org/docs/renovation.doc?bbatt=Y)

Trustee Tool Kit for Library Leadership (1998)

The *Tool Kit* is used in a variety of ways – some use it for orientation and some as a reference book for specific items. Whatever the use, the *Tool Kit* has been found to be a useful guide in developing more effective library leadership. Chapters are include with

information to help Trustees and Commissioners perform their responsibilities, that provide some history of libraries as background, some resources for obtaining additional information, and appendices with supplementary information related to library activities and Board responsibilities. (Accessible on the web at www.library.ca.gov/LDS/toolkit.pdf, and in hardcopy at no charge, upon request from the Library Development Services Bureau.)

Young Adult Services – Statewide Development

This 1999 report provides a recommendation for a statewide Young Adult Services Program. (Accessible on the web at www.library.ca.gov/assets/acrobat/stwd-dev-yas01-00.pdf)

COMMUNICATIONS

The State Library communicates information about its programs and services to public libraries through a variety of electronic methods.

Broadcast E-mail

Announcements of new State Library programs, grants, and other vital information is broadcast e-mailed to all California public library directors. Therefore it is important that we always have your current e-mail address. If you change your email address, please contact Sharon Gomez at (916) 653-6492, or by email at sgomez@library.ca.gov.

Connection

The *Connection* is the California State Library's on-line newsletter, and is a forum for library issues and library news statewide. *Connection* carries news not only about activities at the State Library, but news about developments in libraries across the state. The newsletter was briefly suspended due to budget cuts, but is being reinstated on a quarterly basis with a new issue due out in March 2005. The newsletter is accessible at www.library.ca.gov/html/newsletter.cfm.

Office of Library Construction "News Flash" E-Mail Alert System

"News Flash" provides a way for interested parties to quickly receive critical information about the Library Bond Act as the State Library releases it. Anyone may "subscribe" or "unsubscribe" to the "News Flash" Service at any time. To subscribe, go to www.olc.library.ca.gov/news/newsflash.asp.

Rural Library Discussion List

To join, send an e-mail to Carla Lehn at clehn@library.ca.gov

California Library Volunteers Discussion List

To join, send an e-mail to Carla Lehn at clehn@library.ca.gov

Literacy Discussion Lists

To join any of these lists, send an e-mail to mpotter@library.ca.gov and indicate the list(s) you wish to join.

CLLS – California Library Literacy Services (formerly literacy listserv)

ELLI – English Language Literacy Learners programs

FFL – Families for Literacy programs

MLLS – Mobile family literacy service programs

Cys-talk (Children's and Youth Services listserv)

The purpose of this listserv is to serve as a communications channel for Youth Services staff, Library Directors, and anyone interested in issues related to public library service for children and youth; to encourage communication and the sharing of information by Children and Youth Services staff on a statewide basis; and to provide information from the State Library about activities and information related to Children and Youth Services. To join the listserv, go to <http://lists.infopeople.dreamhost.com/listinfo.cgi/cys-talk-l-infopeople.dreamhost.com> or <http://tinyurl.com/bonx>.

Orientation to the California State Library

March 16-17, 2005

EVALUATION

The goal of this orientation was to provide information to public library directors on a variety of programs available through the California State Library. We are interested in your candid comments about this orientation; please complete this form. Thank you.

1. Did the orientation meet your expectations? ☐ YES ☐ NO

Why?

2. How would you rate the orientation overall? (*check one*)

- ☐ Highly satisfactory
- ☐ More than satisfactory
- ☐ Satisfactory
- ☐ Less than satisfactory
- ☐ Unsatisfactory

3. What were the strengths of the orientation?

Weaknesses?

4. Are there additional topics or areas that should be addressed in the future? Please describe.

5. Any other comments regarding this workshop?

